

**CITY OF WICHITA**

**APPLICANT DATA SHEET**

Today's Date: \_\_\_\_\_

Job Title Applied For: \_\_\_\_\_

Department \_\_\_\_\_

**IMPORTANT NOTICE:** The City of Wichita has a residency requirement. New City employees must live within the city limits, or county boundaries, depending on the department. New employees who rent their residence have 60 days to move; those who are buying have six months.

**HOW DID YOU HEAR ABOUT THIS OPENING? (Check all that apply.)**

☐ Telephone "hotline" (268-4537) ☐ From a City employee  
☐ Walk-in to Personnel ☐ Posting on City's cable channel  
☐ Posting at another location - Which one? \_\_\_\_\_  
☐ Newspaper or other advertisement - Where? \_\_\_\_\_  
☐ Other \_\_\_\_\_

The following information assists the City of Wichita in identifying recruitment needs. Although completing this section is optional, your cooperation would be greatly appreciated. This sheet will be separated from your application.

Gender: ☐ Male ☐ Female

Disabled: ☐ Yes ☐ No

**Ethnic/racial origin: (Check only one.)**

☐ White (not of Hispanic origin) ☐ Black (not of Hispanic origin)  
☐ Hispanic ☐ Asian/Pacific Islander  
☐ Native American Indian

**Type of position applied for: (Check only one.)**

☐ SERVICE/MAINTENANCE - Examples: Building Attendant, Custodial Worker, Equipment Operator, Laborer, Maintenance Worker  
☐ SKILLED CRAFT - Examples: Electrician, Mechanic, Plant Operator  
☐ OFFICE/CLERICAL - Examples: Account Clerk, Customer Service Clerk, Secretary, Clerk II  
☐ PARA-PROFESSIONALS - Examples: Engineering Aide, Recreation Leader, Senior Library Assistant  
☐ PROTECTIVE SERVICE - Examples: Fire Fighter, Parking Control Checker, Police Officer, Probation Officer, Service Officer, Airport Public Safety Officer  
☐ TECHNICIANS - Examples: Inspector, Engineering Technician, Public Health Sanitarian, Systems Analyst  
☐ PROFESSIONALS - Examples: Accountant, Attorney, Buyer, Community Health Nurse, Controller, Public Educator, Librarian  
☐ OFFICIALS/ADMINISTRATORS - Department or Division Director

Thank you for completing this sheet.

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
(Last) (First) (Middle)

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ MESSAGE OR BUSINESS PHONE ( ) \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_ JOB INTEREST \_\_\_\_\_

**Indicate the Type of Position You Will Accept:**

- ☐ Full Time  
☐ Part Time (Less than 40 Hours per Week)  
☐ Summer or Seasonal

Minimum Salary Acceptable \_\_\_\_\_

**Indicate Your Availability for the Following:**

- ☐ First Shift ☐ Third Shift  
☐ Second Shift ☐ Rotating/Relief Shift

If hired, when could you begin work \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

CITY OF WICHITA  
PERSONNEL DIVISION-SECOND FLOOR  
455 N. MAIN  
WICHITA, KANSAS 67202  
316-268-4531  
AN EQUAL OPPORTUNITY EMPLOYER

Do Not Write in this Space  
CLASSIFICATION

\_\_\_\_\_  
\_\_\_\_\_

Entered by \_\_\_\_\_

**INSTRUCTIONS:** Print in ink or use typewriter. The information you enter will be used to judge your qualifications and evaluate your education and experience. Give complete and concise answers. You can be credited only with the education and experience shown on this application. You must be able to substantiate all statements made.

ARE YOU: ☐ Under 18 ☐ 18 or over If you are applying for a position in the Police or Fire Department, or Airport Safety, enter birthdate. \_\_\_\_\_

Have you ever worked for the City of Wichita? ☐ Yes ☐ No If yes, give position and dates of employment:

Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Month, Year) (Month, Year)

Are any of your relatives (by blood or marriage), or anyone who lives in your residence, employed by the City of Wichita? ☐ Yes ☐ No

If yes, what department(s) \_\_\_\_\_ Name(s) \_\_\_\_\_

Are you a citizen or national of the United States? \_\_\_\_ Yes \_\_\_\_ No

If not a citizen, are you an alien lawfully admitted for permanent residence in the United States? \_\_\_\_ Yes \_\_\_\_ No

If not a citizen or permanent resident, do you have authorization for employment in the United States? \_\_\_\_ Yes \_\_\_\_ No If yes, authorization type: \_\_\_\_\_

If you are applying for a position that requires operation of motor vehicles, please answer: Do you have a valid Kansas Driver's License? ☐ Yes ☐ No

Driver's License Number (specify state) \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you have a CDL? ☐ Yes ☐ No Endorsements : \_\_\_\_\_

**EDUCATION AND TRAINING**

**High School:** Did you graduate? ☐ Yes ☐ No If no, do you have a GED? ☐ Yes ☐ No

**Colleges/Universities:**

Name	Major	Minor	Year	Degree
Location	From To	Semester hours Completed		Quarter Hours Completed
Name	Major	Minor	Year	Degree
Location	From To	Semester hours Completed		Quarter Hours Completed

**Business, Vocational, Technical or Correspondence Schools:**

Name	From To	Type of Course Work
Location	Did you complete <input type="checkbox"/> Yes <input type="checkbox"/> No	Completion Requirements ( Including hours in class, etc.)
Name	From To	Type of Course Work
Location	Did you complete <input type="checkbox"/> Yes <input type="checkbox"/> No	Completion Requirements ( Including hours in class, etc.)

List any special skills you have or equipment you can operate (office machines, construction equipment, etc.) : \_\_\_\_\_

List any special certificates or qualifications you have (CPA, R.N., Plumber's License, Teacher, etc.): \_\_\_\_\_

Have you ever been in the military service of the United States? ☐ Yes ☐ No If yes, branch of service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**ANSWER THE FOLLOWING QUESTIONS IF APPLYING  
FOR POLICE OFFICER, FIRE FIGHTER, OR AIRPORT PUBLIC SAFETY OFFICER.**

These questions do not necessarily bar you from employment. Each case is considered in relation to the position you are applying for.

Have you ever been convicted of a criminal offense? ☐ Yes ☐ No

Were you ever dishonorably discharged from U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard? ☐ Yes ☐ No

**EMPLOYMENT HISTORY**

Start with your present or last job. This information will be used in rating your experience. It is important, therefore, that it be completed even if you are including a resume. If you have held more than four jobs, attach an additional sheet or resume.

NAME & ADDRESS OF EMPLOYER	EMPLOYMENT DATES (Month & Year)	SALARY	SUPERVISOR'S NAME & TITLE	REASON FOR LEAVING
Name	From			
Address	To			

Job Title \_\_\_\_\_ Describe in detail the type of work performed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name	From			
Address	To			

Job Title \_\_\_\_\_ Describe in detail the type of work performed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name	From			
Address	To			

Job Title \_\_\_\_\_ Describe in detail the type of work performed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name	From			
Address	To			

Job Title \_\_\_\_\_ Describe in detail the type of work performed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you ever discharged or forced to resign from any position? ☐ Yes ☐ No If yes, why? \_\_\_\_\_

May we contact your current and previous employers? ☐ Yes ☐ No If no, why? \_\_\_\_\_

Write a concise statement of your experience and training that qualify you for this position.

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References (work-related, not relatives):

	NAME	ADDRESS	PHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I affirm that my answers to the foregoing questions are true and correct to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance. I hereby authorize the investigation of all statements made in this application and I hereby release from liability all persons, companies, or corporations supplying any information concerning me. I understand that any misrepresentation of the above information shall be sufficient grounds for disqualification or dismissal. In consideration of my employment, I agree to conform to the rules and regulations of the City of Wichita. I understand that my employment and compensation may be terminated at any time, with or without cause, and with or without notice, at the option of either the City or myself. I understand that no representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the terms set out in this paragraph, unless specifically authorized in writing.

I further understand that to be hired for this position I may be subject to drug screening, a physical exam, a driver's license check, and/or a police record check. I consent to these conditions.

\_\_\_\_\_  
APPLICANT SIGNATURE

DO NOT WRITE BELOW THIS LINE

Hire As _____	Start Work Date _____	Time _____
Report To _____	Division _____	Date _____
Location _____	Supervisor _____	

CITY OF WICHITA  
POLICE DEPARTMENT  
HEIGHT AND WEIGHT TABLE

<u>HEIGHT</u>	<u>Female</u>		<u>Male</u>	
	<u>Min</u>	<u>Max</u>	<u>Min</u>	<u>Max</u>
58"	88	132	98	149
59"	90	134	99	151
60"	92	136	100	153
61"	95	138	102	155
62"	97	141	103	158
63"	100	142	104	160
64"	103	146	105	164
65"	106	150	106	169
66"	108	155	107	174
67"	111	159	111	179
68"	114	164	115	184
69"	117	168	119	189
70"	119	173	123	194
71"	122	177	127	199
72"	125	182	131	205
73"	128	188	135	211
74"	130	194	139	218
75"	133	199	143	224
76"	136	205	147	230
77"	139	210	151	236
78"	141	215	153	242
79"	144	221	157	248
80"	147	226	161	254

Applicants who do not meet the standards as stated on the chart at the left may be measured by a physician for body fat composition to see if it falls within acceptable standards. The body fat standards are 30% maximum for females and 25% for males.

POLICE OFFICER VISION STANDARDS

Vision standards are as follows:

1. **Visual Acuity - Corrected**
  - \*Standard - 20/30 binocular (both eyes open)
  - \*Screening failure - less than 20/30 binocular
  - \*Screening referral - worse than 20/40 vision in either eye, must be referred for confirmation that the binocular vision standard is met
2. **Visual Acuity - Uncorrected**
  - \*Standard - 20/100 binocular (both eyes open)
  - \*Screening failure - less than 20/100 binocular
  - \*Screening referral - worse than 20/200 vision in either eye must be referred for confirmation that the binocular vision standard is met

Applicants who are successful wearers (one year or longer) of soft contacts will need to qualify based on corrected vision only.

3. **Binocular Vision**
  - \*Standard - clear, comfortable binocular vision with good stereopsis at all normal working distances with correction
4. **Color Vision**
  - \*Standard - Severe chromatic discrimination loss will disqualify.
5. **Night Vision**
  - \*Standard - The presence of a pathological condition which impairs visual performance will disqualify.
6. **Visual Fields**
  - \*Standard - normal visual fields
  - \*Screening referral - failure on Harrington-Flocks field screener or equivalent

Your background will be closely examined using high professional, legal, ethical and moral standards. Before applying for Police Officer, review the following background "disqualifiers." If you think any apply to you, call either the Personnel Office, (316) 268-4531, or the Law Enforcement Training Center, (316) 838-9611, for more information. (The list is subject to change at any time at the department's discretion.)

1. Must satisfy all requirements as set forth in K.S.A. 74-5605
2. Must satisfy all requirements as set forth by the City of Wichita
3. If military service has been rendered, must have an honorable discharge or a discharge under honorable conditions
4. No evidence of deception or subterfuge demonstrated during the pre-employment process. Applicants who do not meet this qualifier may have their files reviewed on a case-by-case basis at the Training Bureau Commander's discretion.
5. Must not have more than three items or more than \$500 of debt being serviced by collection agencies, excluding student loans which will be evaluated on a case-by-case basis
6. No convictions of morals, drugs or weapons charges in the past five years
7. No convictions of misdemeanor crimes of violence, or use of physical force or threat thereof, during the preceding five years
8. No convictions, diversions, or expungements of DUI during the past two years
9. No convictions of misdemeanor property crimes within the past two years
10. No more than two moving violation convictions, or being at fault in more than one accident during the past twelve months
11. No convictions, diversions, or expungements of any felony crime

The following additional minimum standards involve activities which may to date have been unreported to or undetected by law enforcement, but which will result in disqualification if discovered during the employment process or thereafter.

12. No undetected illegal drug possession or use during the past two years
13. No illegal distribution or sale of any drug
14. No undetected crimes involving morals charges
15. No undetected commissions of misdemeanor crimes of violence or use of physical force or threat thereof, during the past two years
16. No undetected commissions of misdemeanor property crimes during the past two years
17. Any undetected commission of felony crimes will result in immediate disqualification. Any information relative to criminal prosecutions will be made available to the proper jurisdiction.
18. Applicants who are subject to disqualification based on the above criteria may have their files reviewed on a case-by-case basis at the Training Bureau Commander's discretion.